



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

IMAGING TECHNICIAN – CONFIDENTIAL

Class No. 002805

■ CLASSIFICATION PURPOSE

To operate and maintain duplex scanner, index and verify electronic image files; to maintain logs; to prepare material for scanning; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Imaging Technician–Confidential is a clerical class located only to the Department of Human Resources. The Imaging Technician–Confidential differs from the Imaging Technician I class in that the incumbent is privy to highly confidential and sensitive information regarding decision-making processes affecting recruitment and selection, benefits, workers compensation, labor relations, personnel, and employment transactions and the latter generally produces images that are archived as official records such as certificates of death, birth, property title, tax, and legal records.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Sets up, adjusts, and operates duplex scanner, and electronic imaging equipment.
2. Performs routine equipment cleaning, maintenance, and minor repairs.
3. Indexes records for electronic imaging using specialized software.
4. Prepares documents for imaging.
5. Assists with general quality control functions (e.g., audits electronic images and enhances images).
6. Maintains logs.
7. Retrieves, delivers, and files records when requested by departments.
8. Reviews a variety of personnel reports, forms, records for accuracy and completeness.
9. Prepares special and periodic reports that involve compiling data from a number of sources.
10. Retrieves electronic files and documents for employees' and department representatives' review.
11. Monitors file review procedures to ensure compliance with HR Policy and Procedures.
12. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Scanning and imaging systems and procedures.
- PC and Windows applications fundamentals.
- State and federal laws pertaining to document retention.
- Safety precautions regarding scanning processes and materials.
- Scanning/imaging standards and quality control.

- County customer service objectives and strategies.
- Indexing and validation terminology.

Skills and Abilities to:

- Operate various scanning/imaging equipment.
- Operate standard office equipment (e.g., PC, fax, copiers, paper shredder).
- Understand and carry out written and oral instructions with minimal supervision.
- Perform routine image quality control.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are:

1. One (1) year of experience operating microfilm equipment or operating electronic imaging equipment, OR
2. Six (6) months of experience as an Imaging Technician Trainee with the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: standing, sitting, repetitive use of hands to operate equipment. Occasional: walking, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of bins of documents weighing up to 30 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve months (Civil Service Rule 4.2.5).

New: April 29, 2005

Imaging Technician – Confidential (Class No. 002805)

Union Code: CE

Variable Entry: Y